

ROUTING AND TRANSMITTAL SLIP

Date

03 Aug 87

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. Director of Personnel

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
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Coordination	Justify	

REMARKS

FYI.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EXA/DDA

Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-78)
Prescribed by GSA
FPMR (41 CFR) 101-11.206EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

	ACTION	INFO	DATE	INITIAL
1	DCI			
2	DDCI			
3	EXDIR			
4	D/ICS			
5	DDI			
6	DDA	X		
7	DDO			
8	DDS&T			
9	Chm/NIC			
10	GC			
11	IG			
12	Compt			
13	D/OCA			
14	D/PAO			
15	D/PERS			
16	D/Ex Staff			
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SUSPENSE

Date

Remarks

Executive Secretary

31 July 1987

Date

3637 (10-81)

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Office of Personnel Management

Executive Registry

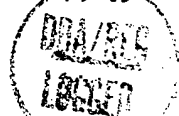
FPM Bulletin 295-49

Federal Personnel Manual System

87-2941X

FPM Bulletin

Advance Edition 7/21/87



Bulletin No. 295-49

Washington, D. C. 20415
July 29, 1987**SUBJECT:** Review of Standard Application Forms SF 171,
SF 171-A and SF 172

Action Date: September 1, 1987

Heads of Departments and Independent Establishments:

1. This bulletin invites your agency's recommendations for revision of the standard forms used to apply for Federal employment, which are now under review within the Office of Personnel Management (OPM). The forms being reviewed are:

- a. Application for Federal Employment, Standard Form (SF) 171 (Rev. 2/84);
- b. Continuation Sheet for SF 171, SF 171-A (Rev. 2/84); and
- c. Amendment to Application for Federal Employment, SF 172 (Rev. 3/84).

2. OPM has several objectives in mind in conducting this review, the primary of which are:

- a. To make revisions necessitated by changes in laws, regulations, and policy that have occurred since the 1984 revision.
- b. To make design and clarification changes to facilitate easier applicant form preparation and to capture more accurate and informative examining data.
- c. To make any changes possible that will reduce the public reporting burden, as required by the Paperwork Reduction Reauthorization Act of 1986.

3. OPM is already seriously considering the following changes to the SF 171:

- a. Reinstating the question asking for "Place of Birth"; this question was eliminated with the 1984 revision to the form and then found to be important for several purposes.
- b. Clarifying or expanding questions relating to veteran preference, to elicit more accurate applicant responses.
- c. Adding a statement for males born after December 31, 1959, about the requirement that they be registered with the Selective Service System before they can be appointed to positions in Federal executive agencies (Section 1622 of the Defense Authorization Act of 1986).
- d. Adding a background question on page 4 asking applicants "Are you delinquent on any debt to the Federal Government?"

Inquiries: Staffing Systems Development Division, Career Entry Group, (202) 653-8076

Code: 295, Personnel Forms and Documents

Distribution: Basic FPM (Advance Edition Limited)

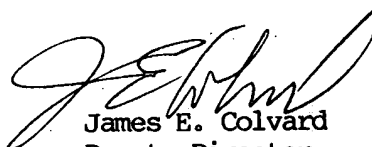
Bulletin Expires: July 20, 1988

4. Your comments are invited on any or all of the above issues, as well as any other revisions you believe are necessary or appropriate to the SF 171, SF 171-A or SF 172. We are particularly interested in your identifying any questions, instructions, etc., which are not essential to your agency's efficient use of these forms.

5. In making your recommendations please keep in mind that these are general purpose forms and it is impossible to tailor them to all needs of individual agencies and specific jobs. To do so would make the forms unacceptably long and detailed and serve as a deterrent to applicants. Information that is required only by your agency or only for merit promotion or for specific jobs must be obtained by your agency through supplemental means.

6. To be considered, your suggestions must be received in OPM by September 1, 1987. Your recommendations should be sent to:

Mr. Alan L. West, Chief
Staffing Systems Development Division
Office of Personnel Management
Career Entry Group
1900 E. Street, N.W., Room 6H15
Washington, D.C. 20415


James E. Colvard
Deputy Director